



Accessibility Progress Report

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Prepared in accordance with the Accessible Canada Act

Accessibility Progress Report

Executive Summary

This report provides an overview of the actions our organization has taken between April 2025 and April 2026 to advance the objectives outlined in our 2024-2027 Accessibility Plan. Our commitment to improving accessibility across employment, the built environment, information and communication technologies, programs, services, and community engagement remains a priority.

Section 1: Employment

Objective 1: Educate employees about accessibility and accommodation issues.

Progress:

While no formal accessibility training was conducted during this reporting period, the organization continues to raise awareness through onboarding for new employees and informal reminders. Awareness of accessibility and accommodation expectations remains a focus and formal training initiatives are being considered for the future.

Objective 2: Ensure accessibility is considered throughout the recruitment and selection process.

Progress:

Hiring continues to occur primary through informal channels such as word-of-mouth referrals. While no formal recruitment activities took place, the organization remains committed to integrating accessibility considerations into future job postings and hiring processes. Accommodation is provided as needed.

Section 2: Built Environment

Objective 1: Ensure that all members of the public can access our facility.

Progress:

The organization continues to maintain an open-door policy and address accessibility needs on a case-by-case basis. No formal requests were received during this reporting period.

Objective 2: Ensure that any new building or property we rent or buy will be accessible to a wide range of people.

Progress:

No new properties were acquired during this period. Accessibility to be considered in any future site decisions.

Objective 3: Washroom accessibility improvements.

Progress:

Renovations completed 2024 remain in place. While the facility is not fully barrier-free, these improvements continue to enhance accessibility for employees and visitors.

Objective 4: Explore widening doors for mobility devices.

Progress:

Initial assessments from previous periods continue to guide future planning. No physical modifications were made during this reporting period.

Section 3: Information and Communication Technologies (ICT)

Objective 1. Ensure the website and online materials are accessible.

Progress:

Website and digital content continue to reflect accessibility considerations, including logical structure, readability, and alt text for images. No formal audit was conducted this period, but incremental updates continue with support from our external IT provider.

Objective 2. Ensure that new systems and tools support digital accessibility and data protection standards.

Progress:

Accessibility remains a factor in selecting and updating systems. No major changes occurred, but ongoing monitoring ensures accessibility considerations are applied.

Section 4: Communication Other Than ICT

Objective 1. Promote use of plain language

Progress:

Staff continue to prioritize clear and concise language emails, memos, and public communications. No formal training was conducted, but the importance of plain language remains emphasized.

Objective 2. Promote accessible in-person communication practices.

Progress:

Staff remain flexible in meetings, using visual aids and clear verbal communication as needed. No formal procedures were introduced, but accessibility remains a consideration.

Section 5: Procurement of Goods, Services, and Facilities

Objective 1. Consider accessibility in selecting suppliers and contractors.

Progress:

Accessibility is considered informally in vendor selection. Staff continue to evaluate responsiveness to accommodation requests and physical accessibility where relevant.

Objective 2. Ensure we have a checklist to evaluate the accessibility of external venues for our events.

Progress:

No formal checklist has been implemented due to infrequent external events. Existing accessible venues continue to meet needs.

Section 6: Design and Delivery of Programs and Services

Objective 1. Ensure accessibility in program and service delivery.

Progress:

Accessibility considerations remain integrated into internal decisions. Formal guidelines are not yet developed, but inclusive practices continue to be applied wherever feasible.

Section 7: Transportation

Objective 1. Ensure the parking and loading areas remain barrier-free.

Progress:

Regular site walkthroughs confirm that parking and loading areas remain accessible. Snow and ice removal procedures continue to consider accessibility needs.

Objective 2. Monitor accessibility of fleet vehicles and delivery logistics.

Progress:

No new accessibility-related needs have emerged for vehicles. Monitoring continues, with openness to future adaptive solutions.

Section 8: Consultation

Progress:

While no formal consultation was conducted this reporting period, the organization continues to welcome feedback from employees, clients, and the public on accessibility practices. Contact methods outlined in the original plan remain available.

Conclusion

As of April 2026, our organization remains committed to identifying and removing accessibility barriers within its capacity. Accessibility continues to be integrated into daily operations. The organization will continue to review and update practices as resources allow, in alignment with the Accessible Canada Act and principles of inclusion and equity.